

**WHAT IS CLAIMED IS**

1. A method of generating a sanitized document, the method comprising the steps of:

obtaining a document, the document including a plurality of types of information;

reviewing the document to identify a preselected type of information in the document;

marking the identified preselected type of information in the document to generate a marked document, wherein the marked identified preselected type of information in the marked document is distinguishable from other types of information in the marked document;

executing an application on the marked document to generate a sanitized document and a log file, wherein the marked identified preselected type of information is removed from the sanitized document, and is included in the log file; and

storing the marked document, the sanitized document and the log file in a database, the marked document, the sanitized document and the log file stored in the database being accessible by a plurality of users to provide to an external source.

2. The method of claim 1 wherein the step of marking the identified preselected type of information in the document further comprises the steps of:

locating a starting point and an ending point of a portion of the identified preselected type of information in the document;

indicating, in the document, the starting point and the ending point for the portion of the identified preselected type of information in the document; and

repeating the steps of locating a starting point and an ending point and indicating, in the document, the starting point and the ending point until all portions of the identified preselected type of information in the document have been identified.

3. The method of claim 2 wherein the step of indicating, in the document, the starting point and the ending point further comprises the steps of:
  - selecting the portion of the identified preselected type of information in the document between the starting point and ending point; and
  - at least one of the steps of:
    - highlighting the selected portion of the identified preselected type of information in the document in a preselected color; and
    - changing a style of the selected portion of the identified preselected type of information in the document to a preselected style.
4. The method of claim 2 wherein the step of indicating, in the document, the starting point and the ending point further comprises the steps of:
  - inserting a first tag at the starting point of the portion of the identified preselected type of information in the document; and
  - inserting a second tag at the ending point of the portion of the identified preselected type of information in the document.
5. The method of claim 2 wherein the step of indicating, in the document, the starting point and the ending point further comprises one of the steps of:
  - indicating the starting point and ending point of the portion of the identified preselected type of information in the document with a first indication style, wherein the application, in response to the first indication style, inserts a marker in the sanitized document corresponding to the portion of the identified preselected type of information in the document; and
  - indicating the starting point and ending point of the portion of the identified preselected type of information in the document with a second indication style, wherein the application, in response to the second indication style, omits the marker in the sanitized document corresponding to the portion of the identified preselected type of information in the document.

6. The method of claim 1 wherein the step of reviewing the document to identify a preselected type of information in the document further comprises at least one of the steps of:

viewing documentation related to the identification of the preselected type of information, the documentation including a list of preselected terms, other documents and other tools; and

performing a search on the document, wherein the step of performing a search on the document further comprises the steps of:

executing a search application on the document to search for a keyword in the document;

identifying instances of the keyword in the document; and

reviewing the document for the identified instances of the keyword in the document.

7. The method of claim 1 further comprising the steps of:

verifying the preselected type of information has been removed from the sanitized document before the step of storing the marked document, the sanitized document and the log file in a database; and

repeating the steps of reviewing the document, marking the identified preselected type of information in the document and executing an application to generate a sanitized document and a log file from the marked document until all of the preselected type of information has been verified as being removed from the sanitized document.

8. The method of claim 7 wherein:

the step of obtaining a document further comprises one of the steps of:

creating a new document; and

downloading a previously created document;

the step of executing an application on the marked document to generate a sanitized document and a log file, further comprises the steps of:

accessing a preselected web site, wherein the application is included in the preselected web site; and

uploading the marked document to the preselected web site to be executed on by the application; and

the step of verifying the preselected type of information has been removed from the sanitized document, further comprises the steps of:

opening a notification from the application that the sanitized document and the log file have been generated, wherein the notification includes links to the sanitized document and the log file;

accessing the sanitized document and the log file using the links;

reviewing the sanitized document and the log file for the preselected type of information; and

indicating any preselected type of information included in the sanitized document.

9. A computer program product embodied on a computer readable medium and executable by a computer for generating a sanitized document, the computer program product comprising computer instructions for executing the steps of:

obtaining a draft document, the draft document including restricted information and unrestricted information;

reviewing the draft document to identify the restricted information in the draft document;

tagging the identified restricted information in the draft document to generate a tagged document, wherein the tagged restricted information in the tagged document is distinguishable from the unrestricted information and untagged restricted information in the tagged document;

processing the tagged document to generate a sanitized document and a log file from the tagged document, the sanitized document including the unrestricted information and untagged restricted information, and the log file including the tagged restricted information; and

storing the tagged document, the sanitized document and the log file in a database, the tagged document, the sanitized document and the log file stored in the database being accessible by a plurality of users to provide to an external source.

10. The computer program product of claim 9 wherein the step of tagging the identified restricted information in the draft document further comprises the steps of:

locating a starting point and an ending point of a portion of the identified restricted information in the draft document;

indicating, in the draft document, the starting point and the ending point for the portion of the identified restricted information in the draft document;

repeating the steps of locating a starting point and an ending point and indicating, in the draft document, the starting point and the ending point until all portions of the identified restricted information in the draft document have been indicated.

11. The computer program product of claim 10 wherein the step of indicating, in the draft document, the starting point and the ending point further comprises the steps of:

selecting the portion of the identified restricted information in the draft document between the starting point and ending point; and

at least one of the steps of:

highlighting the selected portion of the identified restricted information in the draft document in a preselected color; and

changing a style of the selected portion of the identified restricted information in the draft document to a preselected style.

12. The computer program product of claim 10 wherein the step of indicating, in the draft document, the starting point and the ending point further comprises the steps of:

inserting a first tag at the starting point of the portion of the identified restricted information in the draft document; and

inserting a second tag at the ending point of the portion of the identified restricted information in the draft document.

13. The computer program product of claim 10 wherein the step of indicating, in the draft document, the starting point and the ending point further comprises one of the steps of:

indicating the starting point and ending point of the portion of the identified restricted information in the draft document with a first indication style, the first indication style having a marker inserted into the sanitized document at the location of the portion of the identified restricted information during the step of processing the tagged document to generate a sanitized document; and

indicating the starting point and ending point of the portion of the identified restricted information in the draft document with a second indication style, the second indication style having a marker omitted from the sanitized document at the location of the portion of the identified restricted information during the step of processing the tagged document to generate a sanitized document.

14. The computer program product of claim 13 wherein the step of processing the tagged document to generate a sanitized document and a log file from the tagged document, further comprises the steps of:

parsing the tagged document for an indicated portion of the identified restricted information in the draft document;

removing the parsed portion of the identified restricted information in the draft document from the sanitized document;

inserting the marker in the sanitized document in response to the parsed portion of the identified restricted information in the draft document being in the first indication style;

omitting the marker in the sanitized document in response to the parsed portion of the identified restricted information in the draft document being in the second indication style; and

inserting the parsed portion of the identified restricted information in the draft document into the log file.

15. The computer program product of claim 9 wherein:

the step of obtaining a draft document further comprises one of the steps of:

creating a new document; and

downloading a previously created document; and

the step of reviewing the draft document to identify restricted information in the draft document further comprises at least one of the steps of:

viewing documentation related to the identification of restricted information, the documentation including a list of restricted terms, other documents and other tools; and

performing a search on the draft document, wherein the step of performing a search on the draft document further comprises the steps of:

selecting a keyword from the list of restricted terms;

processing the draft document to search for the selected keyword;

highlighting instances of the selected keyword in the draft document; and

reviewing the draft document for the highlighted instances of the selected keyword.

16. A system for generating a sanitized document, the system comprising:

a server computer, the server computer comprising a storage device and a processor;

a database, the database being accessible by the server computer;

a sanitization application to remove preselected information from a document for an external source, the sanitization application being stored in the storage device of the server computer, the sanitization application further comprising:

- means for editing the document to designate the preselected information in the document;
- means for generating an issued document from the edited document, the issued document being stored in the database and including both marked preselected information and other information;
- means for generating a sanitized document from the edited document, the sanitized document being stored in the database and omitting the marked preselected information;
- means for generating a log file from the edited document, the log file being stored in the database and including the marked preselected information; and
- means for retrieving the sanitized document and the log file from the database, the retrieved sanitized document and log file being providable to an external source; and

at least one client computer in communication with said server computer, the sanitization application being accessible on said at least one client computer.

17. The system of claim 16 wherein the means for editing the document further comprises:

means for selecting a portion of the preselected information in the document; and

means for marking the selected portion of the preselected information in the document for removal from the sanitized document.

18. The system of claim 17 wherein the means for marking the selected portion of the preselected information in the document further comprises at least one of:

means for highlighting the selected portion of the preselected information in the document in at least one preselected color, each preselected color controlling specific removal of the selected portion of the preselected information in the document from the sanitized document;

means for changing a style of the selected portion of the preselected information in the document to at least one preselected style, each preselected style controlling specific removal of the selected portion of the preselected information in the document from the sanitized document; and

means for inserting a pair of tags around each end of the selected portion of the preselected information in the document, each pair of tags controlling specific removal of the selected portion of the preselected information in the document from the sanitized document.

19. The system of claim 18 wherein:

the at least one preselected color comprises a first preselected color and a second preselected color, the first preselected color signaling the means for generating the sanitized document to insert a marker in the sanitized document for the selected portion of the preselected information in the document and the second preselected color signaling the means for generating the sanitized document to omit the marker in the sanitized document for the selected portion of the preselected information in the document;

the at least one preselected style comprises a first preselected style and a second preselected style, the first preselected style signaling the means for generating the sanitized document to insert a marker in the sanitized document for the selected portion of the preselected information in the document and the second preselected style signaling the means for generating the sanitized document to omit the marker in the sanitized document for the selected portion of the preselected information in the document; and

the pair of tags comprises a first pair of tags and a second pair of tags, the first pair of tags signals the means for generating the sanitized document to insert a marker in the sanitized document for the selected portion of the preselected information in the document and the second pair of tags signals the means for generating the sanitized document to omit the marker in the sanitized document for the selected portion of the preselected information in the document.

20. The system of claim 16 wherein:

the at least one client computer and the server computer are connected by an Intranet;

the means for generating an issued document further comprises means for generating a revised issued document from an issued document, the revised issued document being stored in the database with the issued document;

the sanitization application further comprises means for controlling access, by a user, to documents in the database based on predetermined access rights of that user, the predetermined access rights limiting a user to documents in the database having a security level within the predetermined access rights of that user;

the preselected information includes restricted information, technical data and proprietary information; and

the means for editing the document further comprises:

means for creating a new document;

means for loading a previously created document from the database;

means for accessing reference material to assist in editing the document, the reference material including a list of restricted terms related to the preselected information, other documents and other tools; and

means for performing a keyword search on the document to identify keywords included in the document.